

Procurement Systems Analyst

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Systems Analyst performs technical support and guidance on system functionality for Edison procurement modules as well as other procurement systems. Additionally, the Systems Analyst will manage special projects as assigned by the Director, troubleshoot reported system issues and provide guidance to central and agency procurement staff on procurement system functionality.

The position is located in downtown Nashville and the monthly starting salary is \$2,657 - \$3,056 (determined on experience). Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Qualified candidates should submit a resume and letter of interest to DGS.Recruiting@tn.gov. Position will be posted until filled.

Examples of Duties and Responsibilities

- Provides Edison users with assistance with data and information queries, use of modules or application of standard procedures, and other information technology related issues.
- Troubleshoots issues reported by end users for the Edison procurement modules as well as other procurement systems.
- Possesses and applies knowledge of Edison query procedures and synthesizes with procurement reporting needs.
- Possesses and demonstrates strong knowledge of policies and procedures for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Creates and produces ad hoc and standard Edison queries and reports.
- Assists in the development and/or delivery of Edison and other procurement system training.
- Possesses and applies knowledge of the Edison procurement modules and other procurement systems.
- Participates in system modification and test procedures as needed.

Requirements

- Completion of a four-year degree from an accredited college or university; or
- 4 years of professional information technology experience.
- Experience within a procurement or information technology program, specifically using an enterprise procurement system (e.g. PeopleSoft).
- Superior organization, problem solving and information technology skills.
- Excellent self-management and analytical skills.
- Excellent presentation, verbal and written communication skills.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.